

BOARD OF REGENTS

POSITION ANNOUNCEMENT

EXECUTIVE ASSISTANT/ PROGRAM COORDINATOR

The Executive Assistant to the Deputy Commissioner for Academic Affairs & Innovation is responsible for all administrative matters related to the Deputy Commissioner's office and purview and will serve as a confidential assistant on a wide variety of tasks.

Program Duties

- Coordinate SREB Academic Common Market and Regional Contract Program inquiries, providing direction and oversight to applicants, as well as processing and tracking Louisiana Residency applications;
- Coordinate meeting set-up, production of meeting materials, and facilitation of meeting minutes and records for a variety of committees, commissions and boards, including the Statewide Articulation and Transfer Council, postsecondary system and institutional leadership meetings, and the postsecondary system data advisory team;
- Coordinate the production and delivery of the Academic & Student Affairs Committee Board documents, to include proofing reports, monitoring deadlines, drafting/reviewing presentation slides, and assisting to update the Regents website with Board committee and meeting agendas and documentation;
- Coordinate, monitor and maintain division contracts;
- Develop and maintain unit-related documents including postsecondary reports, institution reports, business records, meeting materials, etc.;
- Develop and maintain division records, including personnel records, vacation scheduling, timesheets and other items as needed;
- Maintain the division website(s), monitoring for currency, posting updates, and making recommendations; and
- Assist with and/or engage in other program projects as they evolve or upon request.

Administrative Duties

- Provide assistance to the Deputy Commissioner and division staff related to calendar maintenance, appointment schedules, meeting management, correspondence, and travel arrangements/documentation;
- Provide backup assistance to the Executive Assistant to the Commissioner and the Board;
- Provide occasional assistance, as assigned, to members of senior staff and other agency staff.

Mandatory Qualifications:

- Bachelor's degree preferred; however, relevant experience may be substituted
- Excellent organizational and professional communication skills
- Experience in arranging and planning in-person and online meetings and events
- Copy editing and document proofing skills
- Team-oriented disposition with a willingness and ability to learn

Preferred Qualifications:

- Experience working with or within postsecondary environments
- Familiarity with contract management and procurement processes
- Knowledge of/experience in editing and updating web content (e.g., WordPress)

Applicants should include contact information for three professional references.

Interested applicants can use the link below to apply:

<https://www.governmentjobs.com/careers/louisiana/jobs/3348852/executive-assistant-program-coordinator>